

21 May 1976

FINANCIAL ADMINISTRATION

OFFICE OF FINANCE NOTICE NO. 13-76

FROM : Thomas B. Yale
Director of Finance

SUBJECT: General - Funds Obligations and Property Requisitioning
Authorization Encumbrances

Specific - Deadline for Submitting Funds Obligations and
Property Encumbrances as of 30 June 1976 and
Certification of FY 1976 Obligations

1. PURPOSE

The Obligations recorded in the Agency's accounts as of 30 June 1976 will be utilized for subsequent budget presentations. It is essential, therefore, that special measures be undertaken by allottees to establish an accurate record of obligations as at that date for Fiscal Year 1976.

2. SUPPLEMENTAL REPORTS

Supplemental reporting of FY 1976 obligation, encumbrance, expenditure and issue data will be made through a mid-June production of the Obligation Status (OSR) and Encumbrance Status (ESR) reports. The OSR will reflect obligations reported by those APOD's received in Room 6-G-20 (Headquarters Section, Data Base Management Branch) by 16 June and it will include June obligations for all payrolls. Obligations for the biweekly payroll will be based upon actual expenditures for the pay period ended 5 June; obligations for the four weeks payroll and the monthly payroll will be based upon expenditures for the pay periods ended 22 May and 31 May respectively. The ESR will include those Commitment Abstracts received by 16 June in Room 513 Key Building (Key Building Section, Data Base Management Branch) in addition to encumbrance and issue data extracted from the Inventory Control System. The Obligation Status and Encumbrance Status reports will be distributed on 21 June 1976. Mid-June Trend reports will not be produced.

3. PROCEDURES

A. Allottees should take appropriate action to obtain from their respective field stations complete and accurate figures for obligations and encumbrances incurred as of 30 June 1976.

B. To allow the Allottees maximum time for reviewing and reporting all obligation and encumbrance data, the Data Base Management Branch will continue to process through the close of business 7 July 1976 those APOD's and Commitment Abstracts for obligations and encumbrances incurred on or before 30 June 1976. Normal cutoff time will be observed for all other transactions requiring accounting entries.

C. As required by Section 1311(b) of the Supplemental Appropriation Act, 1955, as amended (31 USC 200), the Director reports to the Office of Management and Budget in the budget submission of each year that all statements of obligations furnished therein consist of valid obligations as defined in Section 1311(a) of that Act. To support this report, each Operating Official or Head of Independent Office to whom a FY 1976 allotment or suballotment was made is requested to provide the following certification, which should be routed through the Directorate Planning Officer, to Accounts and Analysis Division, Office of Finance, Room 513 Key Building by 7 July 1976. (In the case of suballotments for Directorate level office and staff activities, the certification will be executed by the official(s) to whom each such suballotment is made.) Responsibility for this certification may not be redelegated by the Agency official to whom the allotment or suballotment was made.

"This is to certify that all obligations reported to the Office of Finance during Fiscal Year 1976 which remained unliquidated as of 30 June 1976 were valid and properly documented in accordance with para 20a(1)."

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Signature

Title

Date

4. LAPSED APPROPRIATIONS

Public Law 94-273, dated 21 April 1976, changes from 30 June to 30 September of each year the date on which appropriations lapse. The change becomes effective this year. Accordingly, the Office of Finance will issue at a later date this year and in future years, rather than in June, instructions for reporting valid unliquidated obligations applicable to lapsed appropriations.

Thomas B. Tate

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